


### **Add a Candidate to Crelate**

Using the Crelate Add-In Feature:

- 1) Log in to your LinkedIn account, and go to the Candidate's LinkedIn profile page
- 2) From the Candidate's LinkedIn profile page, click the Crelate add-in button at the top right of the page
- 3) When Crelate has imported the information from the Candidate's profile page, review it to ensure it is correct.
- 4) In the field "Add this contact directly to this job" start typing the job to which you wish to add them, if appropriate.
- 5) Click "Import"
- 6) Open Crelate in a full web page format to ensure they have been added to the correct job.

Create a New Profile in Crelate:

- 1) Navigate to Crelate homepage
- 2) Select the  menu at the top left corner of the home screen
- 3) Under Create new... select "Contact"
- 4) Select "Import from resume"
- 5) Click in the box that reads "Click here to select resumes to upload"
- 6) Select the Candidate's resume to be uploaded
- 7) Select "Start Import"
- 8) Ensure the resume uploaded is correct, all information in the contact fields is correct,
  - a. If referral, in the "Note where they came from" field, type "Referral," add the Referrer's name in Related Contacts field
  - b. Add appropriate tags that pertain to their skills, company, etc.
- 9) Select "Save Contacts"
- 10) Select "Close"
- 11) Candidate should appear in Crelate with you as the "owner" of the contact information. They can now be added to a job and moved through the process cycle.